

Job Description and Person Specification

**Learning and Development
Lead**

Job Title:	Learning and Development Lead
Reference:	JAJB4562
Service:	Practice, Workforce and Quality Assurance
Grade:	10
Reports to:	Head of Service
Location:	Crewe / Macclesfield
DBS:	Yes - Basic

Your job

The role is responsible for ensuring that Children's Social Care staff have high-quality learning and development opportunities. This includes identifying training needs, planning and managing the training budget, and leading the annual workforce development strategy and plan. The postholder designs, delivers, and evaluates a wide range of learning and development interventions, using innovative approaches such as e-learning and blended learning.

In this role you will analyse service priorities to align workforce development with organisational improvement goals, support the development of a Social Work Learning and Development Academy, and lead the annual social work health check. The role works collaboratively with practitioners, managers, and partners to promote a restorative learning culture and support continuous improvement across the service.

Our shared values

Here at Cheshire East Council, we have a clear set of values:

- **Drive:** striving for innovation, excellence and high performance.
- **Integrity:** acting ethically, being accountable and fostering trust.
- **Respect:** demonstrating empathy and appreciation for others, being inclusive.
- **Collaboration:** working and learning together with a focus on outcomes.

Co-produced with our staff, these values are critical to us achieving our vision as set out in the [Cheshire East Plan](#). It is important you take some time to understand our values and how you can bring these to life in your day-to-day work.

Further information on the values can also be found via the link [Our values](#).

In this job you will

1. Workforce Planning & Strategy

Leads the development, implementation and ongoing review of workforce development strategies, ensuring alignment with service priorities, audit findings, performance data and safeguarding reviews.

2. Learning Needs Analysis & Consultation

Identifies workforce development needs through ongoing consultation with staff, managers, partners and service users, ensuring training supports service improvement.

3. Learning & Development Programme Management

Designs, commissions, maintains and promotes an accessible annual learning and development programme, including calendars, Practice Hub content and learning specifications.

4. Training Delivery & Quality Assurance

Delivers training, assesses competency, oversees the quality assurance of all learning activities and ensures compliance with accreditation requirements and occupational standards.

5. Funding & Resource Generation

Sources external funding, prepares bids, manages associated income and ensures the efficient use of resources in line with financial regulations and audit requirements.

6. Performance, Evaluation & Impact

Oversees evaluation of learning and organisational development activities, including audits, outcome monitoring and annual reviews, and uses findings to drive continuous improvement.

7. Data, Reporting & Workforce Intelligence

Ensures the provision of accurate workforce development information for internal and external stakeholders, including statutory returns and reports supporting strategic decision making.

8. Partnership & Multi Agency Collaboration

Builds and maintains effective relationships with internal teams, partner agencies, regional networks and national bodies to share best practice and support joint workforce development.

The job holder may be required at any time to undertake any work up to and/or at a level consistent with existing responsibilities. These tasks may be at any location in Cheshire East, to ensure the effective deployment of labour, materials, transport and equipment to meet daily service requirements.

In this job you will need

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications		BA/BSc Degree in Social Work or related area of work A1/V1 accredited NVQ assessor/verifier qualification	Application form Certificates Interview
Experience	Experience of delivering change management projects to agreed timescales and costs	Relevant experience at operational management or senior professional level in a setting delivering learning and development to staff/teams/services Experience of people management and providing effective leadership Experience of performance monitoring and management	Application form Certificates Interview

Artificial Intelligence (AI)

We embrace AI to enhance our operations and to innovate our services. However, we value human talent and are looking for passionate individuals to join our organisation. Please ensure you personally complete your application and read all the instructions carefully to maximise your chances of success.

Applications that rely too heavily on AI may be rejected during shortlisting, however we understand that AI may be used as a reasonable adjustment, if using AI to support your application, please give a brief explanation why to help ensure fair selection process.

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
		Experience of managing and delivering a learning and development portfolio and producing high-quality workforce information reports, ideally in a local government setting	
Technical, Specialist or Job -Related Knowledge	Skill and ability to maintain an online learning and development platform, including website updates Detailed understanding of requirements for cross-functional and/or multi-agency working	Advanced knowledge of the children's social care environment and operational service demands Advanced theoretical and practical knowledge of National Occupational Standards Knowledge of research and new initiatives within children's services Knowledge and understanding of performance	Application form Certificates Interview

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CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
		monitoring and measurement tools and processes Knowledge and understanding of research and benchmarking methods to deliver best practice Skills and knowledge in effective budget management, business planning and quality assurance processes	
Theories, Techniques, Concepts		See above where these are covered	Application form Certificates Interview
Procedures, Policies, Legislation, Organisational Structures	Detailed understanding of legislation, guidance and wider implications of health & safety and asset management within a social care context	Detailed understanding of legislation, guidance and wider implications of children's social care policy Ability to ensure compliance with	Application form Certificates Interview

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CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
	Understanding of organisational structures that support cross-agency collaboration	equal opportunities, anti-discriminatory practice and corporate policy requirements	
Skills and Aptitudes <i>(e.g. Operation of Equipment and Machinery, Languages, inc. Foreign and Sign Language)</i>		Ability to work at a high level within a team and meet conflicting deadlines Ability to motivate, lead and influence others Ability to build, maintain and use networks to manage stakeholder relationships Ability to work with others to support a culture of continuous learning Ability to analyse ambiguous concepts and make well-informed, balanced decisions	Application form Certificates Interview

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CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
		Ability to research and write complex reports on diverse issues Excellent written and verbal communication and presentation skills Competence in using pre-designed computer programmes such as Microsoft Office Honesty and Integrity	
Other Requirements		Willingness and ability to travel throughout the borough The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post Flexible approach to work	Application form Certificates Interview

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